



January 2023

The Gathering Place (TGP), a non-profit Peer Run Recovery Center for adults who live with mental health condition (peer) or a mental health condition with substance use challenges, is hiring an Executive Director. TGP, located in Green Bay WI, is operated 100% by peers.

This position reports directly to the Board of Directors. The Executive Director, in cooperation with the Board of Directors, is responsible for providing leadership in organizational planning, budget development and fundraising. The Executive Director is responsible for supervising staff/volunteers, managing the budget, overseeing content and production of all agency communications, and ensuring all grant requirements are met.

Applicants shall have lived experience of mental health or mental health and substance use challenges and must be in recovery. Being a Certified Peer Specialist is desirable. The applicant must demonstrate skills in staff supervision, budget management, grant reporting, and planning. The applicant must also possess strong written and oral communication skills, self-motivation, empathy, and compassion. Previous non-profit experience is preferred.

Qualified individuals wishing to apply for this position are asked to email a letter of interest and resume Amy Payne, administrator@thegatheringplaceinc.org. The deadline is Friday January 29, 2023. Salary is based on experience. The Gathering Place is an Equal Opportunity Employer.